



# Substitute Education/License Update Form

Substitutes are eligible and compensated for positions based on their highest level of education and valid Virginia (VA) teaching licensure status. This form may be used to update your employment record to reflect recently completed education and/or current VA licensure.

## Step 1 – Personal Information

Name: \_\_\_\_\_  
Employee Badge #: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Step 2 – Education

Select your highest education completed:

- Associates Degree and/or 48+ Credits
- Bachelor's Degree or higher

Date completed: \_\_\_\_\_ College name: \_\_\_\_\_  
Major: \_\_\_\_\_

## Step 3 – Licensure *(Skip this step, if you do not hold a valid Virginia Teaching License)*

If applicable, please list your valid (non-expired) full or provisional VA teaching license, Endorsement area(s) \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

## Step 4 – Attach applicable documents

- Unofficial or official transcripts, if updating your education
- A copy of your valid VA teaching license, if updating your licensure status

## Step 5 – Signature

I understand that an unofficial or official transcript is required and/or a copy of a valid VA license (if applicable). The effective date of this status change is the date these documents are received and processed by the PWCS Department of Human Resources (DHR), Temporary Employment Office. An updated identification badge will be sent once the request has been received and approved.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send this completed form along with your college transcripts and license (if applicable) via

**Courier:** "DHR, Temporary Employment Office,"

**Fax:** 703.791.8021, or

**Mail:** PWCS Attn: DHR Temporary Employment Office  
P.O. Box 389  
Manassas, VA 20108

The Temporary Employment Office is available to answer any questions by email [personnelsub@pwcs.edu](mailto:personnelsub@pwcs.edu) or by phone at 703.791.7466 and 703.791.7327.

For Office use only. Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_